

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Parking Permit - VIP Lot

FROM:

O/EXA/DDA

7D24 Hqs

EXTENSION

NO.

OIT 0896-88

DATE

8 September 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Ruth
Parking Coordinator

2.

FMD/OL
3E14 Hqs

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Ruth:

If there is anything we can do to help [] in having access to a VIP permit it would be appreciated. She is an SIS-02.

If you have any questions please call me on []

Thanks,

Barbara

45-13

Logs-3-AR

Date 9/7/88

ROUTING AND TRANSMITTAL SLIP

To: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <u>BARBARA</u>	<u>RAS</u>	<u>9/8</u>
2. <u>PARKING CONTROL</u>		
3. <u>ATT: RUTH & CO SUCCESSOR</u>		
4. <u></u>		
5. <u></u>		

Action	File	Note and Return
③ Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
① Coordination	Justify	

① REMARKS

Many thanks
 you may send
 directly to

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, office symbol, Agency/Post)

5041-102

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ADMINISTRATIVE - INTERNAL USE ONLY

OIT 0896-88
7 September 1988

MEMORANDUM FOR: Parking Control Office
Facilities Management Group
Office of Logistics

THROUGH: Parking Control Officer
DDA

FROM: [REDACTED]
Parking Control Officer
Office of Information Technology

SUBJECT: Request for VIP Parking Permit, Headquarters Compound

1. [REDACTED] has been reassigned to [REDACTED] she will, therefore, need a VIP Parking Permit for her frequent visits to Headquarters. Headquarters parking permit North Entrance #52, formerly assigned to her, has been given to [REDACTED] SIS-2, new Chief, Customer Services Group, OIT. You may wish to adjust your records accordingly.

Your earliest attention to this request is appreciated. [REDACTED]
mailing address is Chief, Development Group, OIT, [REDACTED]

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